

APPEALS RELATED TO SUPPLEMENTAL EDUCATIONAL SERVICES

Supplemental Educational Service Providers (Providers) may appeal the Michigan Department of Education's decision to:

1. Remove a Provider from the State-approved list,
2. Impose sanctions or require corrective action as a result of a violation of supplemental educational service (SES) procedures, guidelines or legislation.

An applicant entity that is denied initial approval for the State-approved list has no right to an appeal.

Local Education Agencies (LEAs)

Local Education Agencies (LEAs) may appeal the Department's decision to impose sanctions or require corrective action as a result of a violation of SES procedures guidelines or legislation.

The Appeal

All LEA or Provider appeals must:

1. Be submitted in writing to the Assistant Director of the Office of School Improvement;
2. Contain all necessary information that forms the foundation of the appeal so that the superintendent can make a timely decision; and
3. Be received within thirty days from the issuance of the original decision.

The Superintendent may ask for clarification or additional information during the course of the investigation from any parties as determined necessary. The Superintendent may delegate the appeal to the Director of the Office of School Improvement or another designee.

The Appeal Process

1. The Superintendent, or a designee, will review the appeal along with other relevant information (such as the SES provider's current application and history of performance and complaints, the LEA's documentation of their SES program administration, performance and past complaints).
2. The Superintendent, or a designee, may request additional information from the Office of School Improvement or any other party as is necessary to make a decision on the appeal.
3. The Superintendent, or a designee, will make a final decision approving or denying the appeal within thirty working days of receipt of the request for appeal. The decision will be communicated via certified mail. The Superintendent's decision will be final.